



Bluffview Montessori

Bluffview Montessori Board of Directors Meeting June 26, 2025 6:30 PM

Vision:

Empowered learners unfolding their full potential as whole and unique persons in a global community.

Mission:

Bluffview Montessori School empowers self-directed learning through a materials-based Montessori curriculum that encourages independence and natural curiosity. Bluffview cultivates learners' deep respect for self, community, and a peaceful environment while nourishing the intrinsic desire for academic, civic, and personal fulfillment.

School Board Procedures; Rules of Order Policy 203.1

Call to order: Director Booth called the meeting to order at 6:35 PM on 6/26/25.

I. Roll Call Attendance (Secretary)

Board Members Present or Absent:

Name	July	August	September	October	November	December	January	Feb	March	April	May	June
Meghan Booth	Y	Y	Y	Y	Y	Y	Y	Arrived 6:35pm	Y	Y	Y	Y
Anna Aarre	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Shelly Merchlewitz	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Jessica McIlrath	Y	Y	Y	Y	Y	Y	Y	Y	Y	N, known	Arrived 6:24	Y
Marcy Faircloth	Y	Y	Arrived 6:36	N, planned	Y	N, planned	Y	N, planned	Y	Y	Resigned 5/11/25	N/A
Kim Bell	Y	-	Y	Y	Y	Y	Y	Y	Y	N, known	Y	Y
Stephanie S. Dunn	-	Y	Y	Y	Y	N, planned	Y	Y	Y	N known	Y	Y

Henry Schantzen (Ex-officio)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
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Guests and Community Members Present: N/A

Name	Relationship to Bluffview

II. Declaration of Conflicts of Interest

None indicated

III. Approval of Agenda as per Policy 203.5

Action Item: Approval of this Board Meeting Agenda:

Motion: to approve agenda

Made by: Jessica McIlrath

Seconded by: Anna Aarre

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0

Abstain: 0

Decision notes: none

IV. Approval of previous months Minutes as per Policy 204

Action Item: Approval of Board Minutes from previous meeting:

Motion: to approve minutes from previous meeting

Made by: Kim Bell

Seconded by: Shelly Merchlewitz

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0

Abstain: 0

Decision notes: none

Old Business

V. Policy Updates: Approve policies 606.5, 721 (both tabled for further review last month)

Action Item: Approve Policy updates.

Motion: to approve 606.5

Made by: Meghan Booth

Seconded by: Shelly Merchlewitz

Discussion notes: **Policy 606.5:** BMS position is for library assistant/ librarian; library assistant does not have same educational requirements, but will require oversight by licensed

librarian; BMS has access to at least 3- consider quarterly oversight visits;

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

Motion: to table policy 721 and review for alignment with policy 797

Made by: Kim Bell Seconded: Shelly Merchlewitz

Discussion notes: Meghan Booth proposed to add verbiage from policy 797 to 721 so they align, motion made to research this before making a change in policy

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

New Business

VI. Open Forum/Public Comment as per Policy 206

A. Speaker name and comment summary: n/a

VII. Consent Agenda as per Policy 203.6

A. Administration Report(s)

B. Committee Reports

C. Other/General information docs

Action Item: Review and approve the consent agenda.

Motion: to approve consent agenda

Made by: Meghan Booth Seconded by: Anna Aarre

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes:

VIII. Financial Reports

Financial Report and Supplemental Report Review: May 2025

Summary of Key Financial Indicators

* Average Daily Membership (ADM) Overview –

o Original Budget: 212

o Revised Budget: 208

o Current ADM: 208

* The school's original budgeted surplus for the year is \$3,883 a projected cumulative fund balance of \$1,141,744 or 35.0% of expenditures at fiscal year-end.

* The school's revised budgeted deficit for the year is \$47,406 a projected cumulative fund balance of \$1,100,360 or 30.6% of expenditures at fiscal year-end.

* Projected Days Cash on Hand for the projected fiscal year-end is 106 days. Above 30 days meets minimum bond covenants.

* BMS Building Corporation capital improvement fund balance for the year, is \$107,443.

* Projected Debt Service Coverage Ratio at fiscal year-end is 1.10. Above 1.10x or 1.0x with 90 days cash on hand meets minimum bond covenants.

Financial Statement Key Points

- * As of month-end, 92% of the fiscal year was complete.
- * Cash Balance as of the reporting period is \$993,799 down from the previous month.
- * Prior year holdback balance is \$0 as of the reporting period.
- * Current year holdback estimate is \$274,823.
- * Revenues received at end of the reporting period – 91.7%
- * Expenditures disbursed at end of the reporting period – 96%

Action Item: Review and approve the monthly financial and supplemental reports.

Motion: to approve the May 2025 Financial report

Made by: Anna Aarre

Seconded by: Shelly Merchlewitz

Discussion notes: Enrollment: 208, Cash Flow \$993,799, Checks in sequence: 6947-6955 (69540 is a typo); BMS will be receiving an E-Rate rebate related to internet use; next cycle will show expected increase in payroll expenses; HOS considering using part of endowment funds to purchase new freezer and ipads for media arts, possibly in Fall 2025.

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

**on financial matters, if vote is not unanimous it must be recorded as a roll call vote.*

IX. Board Training (annual cycle of review)- information only

- A. Legal Topic Review: Schedules, FTEs, and Prep Time
- B. Montessori Philosophy: Central Role of Observation
- C. Academic Data Review: Spring Fastbridge screening data

X. Annual IOWA renewal form:

Action Item: Required approval of the Head of School as the Identified Official with Authority.

Motion: "Approve Henry Schantzen, hschantzen@bluffviewmontessori.org, Head of School, as the Identified Official with Authority (IOWA) on behalf of Bluffview Montessori School (LEA), District 4001-07".

Made by: Shelly Merchlewitz

Seconded by: Kim Bell

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

XI. 2024-25 Staff and Family survey results review:

- A. Staff survey discussion notes: Strengths included feeling safe at work; Areas for improvement included compensation, feeling that information was delivered freely among staff

- B. Family survey discussion notes: Strengths: feeling that this is a high quality school, areas for improvement include parent satisfaction with discipline/ how bullying is handled, improving communication of board with BMS community

XII. Head of School Evaluation

Action Item: Present the Head of School's annual evaluation in a closed meeting.

Motion: to close meeting for HOS evaluation; starting 8:17 pm- end: 8:53

Made by: Shelly Merchlewitz Seconded by: Meghan Booth

Discussion notes: minutes from closed session discussion are recorded separately, HOS eval and summary will remain public as HOS request

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: 0

XIII. Announcements/Additional Business

- A. Strategic Planning RSVPs from Board members

XIV. Adjournment

Motion: Move to adjourn the meeting at PM

Made by: Shelly Merchlewitz Seconded by: Anna Aarre

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none